

[Date]

[Freelancer Name]

[Freelancer Address/Email]

Subject: Proposal for Talent Acquisition Services - [Project Name/Reference Number]

Dear [Freelancer Name],

Thank you for submitting your proposal to provide Talent Acquisition services for [Company Name]. We appreciate the time and effort you took to detail your recruitment strategies and experience.

After carefully reviewing all the proposals we received, we are writing to inform you that we have decided to move forward with another provider at this time. This decision was based on [optional: our specific current project requirements / specific industry experience / budgetary considerations].

We were impressed with your background in [mention a specific strength from their profile], and we will keep your contact information and proposal on file for future opportunities that may be a better fit for your expertise.

We wish you the best of luck with your freelance practice and thank you again for your interest in working with us.

Best regards,

[Your Name]

[Your Title]

[Company Name]